

Model Application format for lodging complaint to Information Commission

Date _____ Location _____

From : Applicant's Full Name _____
 Applicant's Full Postal Address _____
 Applicant's Telephone No. & email if any _____

To : The Chief Information Commissioner
 Central / State Information Commission

Sub : Complaint under Section 18 of RTI Act, 2005.

Ref : My application for information under RTI Act, 2005 Dated..... addressed to PIO
 _____ of _____ Office/ establishment

Sir/Madam,

The undersigned here by submit the following complaint for your kind consideration under Section 18 (1) of RTI Act, 2005.
 1. Nature of Complaint-

| S.No | Nature of Complaint | Tick mark |
|------|---|-----------|
| a. | Not able to submit application because PIO is not appointed to accept applications. | |
| b. | PIO/ APIO refused to accept application | |
| c. | Applicant has been refused access to requested information. | |
| d. | Did not get any response on application with in specified time limit. | |
| e. | Applicant was not provided access to information requested with in specified time limit. | |
| f. | Applicant was asked to pay unreasonable fees. | |
| g. | Applicant was provided with incomplete information. | |
| h. | Applicant was provided with misleading information. | |
| i. | Applicant was provided with false information. | |
| j. | Public Authority did not appoint PIOs /and First Appellate Authority /did not display the names of PIOs in notice board /did not provide training to PIOs /did not publish the facts before formulating policy and announcing a decision/ did not produce User's Guide etc. | |
| k. | Public Authority did not implement S.4. 1 .(b) proactive disclosures - did not display 17 categories of information in notice board/ did not disclose up-to-date scheme beneficiary list in notice board/ did not display muster rolls in notice board etc. | |
| l. | Application fees in cash form was not accepted and Applicant was asked to submit application fees at Treasury or to get DD | |
| m. | Applicant was asked to come later date for submitting application. | |
| n. | Faced _____ problem to access information under RTI Act, 2005 | |

2. Officer Name, designation & address of PIO / Public Authority against whom the complaint is preferred.

3. Grounds for complaint: _____

4. Prayer/ Relief sought (ex. release of information, compensation etc.): _____

5. Verification by the appellant: I attest that all the information in this application is true and correct to my knowledge.

6. Index of Documents in support of complaint:

- The RTI application submitted before the SPIO along with documentary proof as regards payment of fee under the RTI Act;
- The order, or decision or response, if any, from the SPIO to whom the application under the RTI Act was submitted;
- The first appeal submitted before the First Appellate Authority with documentary proof of filing the First Appeal;
- The orders or decision or response, if any, from the First Appellate Authority against which the appeal or complaint is being preferred;
- The documents relied upon and referred to in the appeal or complaint;
- A certificate stating that the matters under appeal or complaint have not been previously filed, or are pending, with any court or tribunal or with any other authority;
- An index of the documents referred to in the appeal or complaint; and
- A list of dates briefly indicating in chronological order the progress of the matter up to the date of filing the appeal or complaint to be placed at the top of all the document filed.

(Signature/Thumb impression) Name

(N.B. : The above format is indicative only ; applicant may apply in plain paper).